

NC EMAIL RETENTION CHECKLIST

Evaluate your e-mail and determine whether it meets the legal definition of a record. If so, retain and file it in accordance with your agency's authorized records retention schedule. Here are some guidelines:

FILE IT

- ✓ **Issues policy**
 - ✓ **States decisions**
 - ✓ **Outlines procedures**
 - ✓ **Shows action**
 - ✓ **Gives guidance**
 - ✓ **Is unique**
 - ✓ **You're not sure**
-

TOSS IT

- X **Reservations for travel**
- X **Confirms appointments**
- X **Personal messages**
- X **Transmits other documents without comment**
- X **Junk mail**

REMEMBER

- Your email contains public records. See NCGS 132.
- Utilize the retention schedule for your office to determine how long to keep your records.
- Print out email that needs to be kept for more than 10 years, including records to go to the State Archives.
- DO NOT use email for confidential information or records.
- Your email is part of your job. No expectation of privacy or confidentiality applies.

QUESTIONS?

- Call (919) 733-3540 or email records@ncmail.net
- Visit <http://www.ah.dcr.state.nc.us/sections/archives/rec/>

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